



REPUBLIC OF THE PHILIPPINES  
**BUREAU OF LOCAL GOVERNMENT FINANCE**  
**DEPARTMENT OF FINANCE**  
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## **MEMORANDUM**

**TO :** All BLGF Officials and Employees

**SUBJECT :** GUIDELINES ON THE GRANT OF PERFORMANCE-BASED BONUS FOR THE BUREAU OF LOCAL GOVERNMENT FINANCE FOR FISCAL YEAR 2015

**DATE :** September 4, 2015

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The herein guidelines sets the criteria on the grant of the Performance Based Bonus for all officials and employees of the Bureau for Calendar Year 2015.

### ***RATIONALE and LEGAL BASIS***

Executive Order (EO) No. 80, s. 2012, dated July 20, 2012, directs the adoption of the Performance Based Incentive System (PBIS) for government employees, consisting of the Productivity Enhancement Incentive (PEI) and the Performance-Based Bonus (PBB). It is based on the principle that service delivery by the bureaucracy can be improved by linking personnel incentives to the bureau or delivery unit's performance, and by recognizing and rewarding exemplary performance to foster teamwork and meritocracy.

The granting of the PBB in the BLGF aims to motivate exemplary performance and greater accountability and to ensure the achievement of the Bureau's targets and commitments under the Key Results Areas (KRAs) laid down in EO No. 43, s.2011 and the Philippine Development Plan (PDP) 2011-2016. It ultimately seeks to give monetary incentive to each personnel based on his/her performance in achieving the expected outputs of his/her function.

### ***IMPLEMENTING GUIDELINES***

Upon determination of the eligibility and performance ranking of the BLGF, the ratings obtained under the Career Executive Service Performance Evaluation System (CESPES) for the Third Level Officials and the Office Performance Commitment Review

(OPCR) for Offices/Divisions/Delivery Units and the Individual Performance Commitment Review (IPCR) for the Rank and File employees as prescribed under BLGF Strategic Performance Management System (SPMS), shall serve as bases for the ranking of their performance. The following guidelines shall be observed:

1. The OIC-Executive Director shall be granted a fixed rate of P35,000.00.
2. All officials and employees of the BLGF, both at the central and regional offices, who submitted their respective OPCR and IPCR for January to June and July to December, CY 2015, with at least Satisfactory rating, and have rendered at least nine(9) months of service for the year ending December 31, 2015 shall be forced ranked (from highest to lowest) as follows:

**Ranking of Offices/Delivery Units:**

Best Performer	-	10%
Better Performer	-	25%
Good Performer	-	65%

**Ranking of Individual Employees:**

*For Best Bureau Rank:*

Best Performer	-	20%
Better Performer	-	35%
Good Performer	-	45%

*For Better Bureau Rank:*

Best Performer	-	15%
Better Performer	-	30%
Good Performer	-	55%

*For Good Bureau Rank:*

Best Performer	-	10%
Better Performer	-	25%
Good Performer	-	65%

Employees with Below Satisfactory rating shall be excluded from ranking.

3. BLGF Officials belonging to the Third Level and CESOs/CES eligible should receive a rating of at least 'Very Satisfactory' under the CESPES. Payment of the PBB to Third Level officials shall be contingent on the results of the CESPES.
4. Personnel on detail to another government agency for six (6) months or more as of November 30, 2015 shall be included in the ranking of employees in the recipient agency which rated his/her performance.
5. Personnel who transferred from one government agency to another government agency and who have already rendered six (6) months of service or more as of November 30, 2015 in the recipient agency shall be included in the rating and ranking of employees in the recipient agency. However, should the personnel have rendered more than six (6) months of service in the former agency, said personnel shall be included in the ranking of employees of the previous agency.
6. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2015 shall not be entitled to the FY 2015 PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
7. Personnel who rendered a minimum of three (3) months but less than nine(9) months of service due to the following reasons and with at least 'Satisfactory' rating shall be eligible for the grant of PBB on a pro-rata basis :
  - > newly hired employees
  - > retirement
  - > resignation
  - > rehabilitation leave
  - > maternity leave
  - > vacation leave or sick leave with or without pay
  - > scholarship/study leave
  - > sabbatical leave

The following table shall serve as basis for the pro-rated amount :

Length of Service	Percentage of PBB
8 mos. but less than 9 mos.	90%
7 mos. but less than 8 mos.	80%
6 mos. but less than 7 mos.	70%
5 mos. but less than 6 mos.	60%
4 mos. but not less than 5 mos.	50%
3 mos. but not less than 4 mos.	40%

8. Officials and employees under the following conditions shall not be eligible for the grant of the PBB
- a. Personnel who are on vacation or sick leave, with or without pay, for the entire year.
  - b. Officials belonging to the Third Level and CESOs/CES eligible who receive 'Satisfactory' rating under the CESPES, and employees belonging to the First and Second Levels who receive a 'Below Satisfactory' rating in their OPCR/IPCR.
  - c. All non-filers of the 2014 Statement of Assets, Liabilities and Net Worth (SALN)
  - d. Officials and employees who failed to liquidate Cash Advances within the reglementary period.

For the guidance of all concerned.

  
**SALVADOR M. DEL CASTILLO**  
OIC-Executive Director